



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
**UNIVERSITY OF THE PHILIPPINES DILIMAN**

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101  
+632 9285107 or +632 9818500 local 2583 | [ovcaa.upd@up.edu.ph](mailto:ovcaa.upd@up.edu.ph)

MEMORANDUM NO. OVCAA-MTTP 20-050

TO : DEANS, DIRECTORS, COLLEGE SECRETARIES AND  
HEADS OF ACADEMIC UNITS

FROM : MA. THERESA T. PAYONGAYONG, PhD  
Vice Chancellor for Academic Affairs

SUBJECT : FSR Submission, Credit Load Incentive in FSR, and Some Reminders

DATE : 30 September 2020

---

This memo serves as a reminder for faculty to accomplish the faculty service record (FSR) and a guide on how to indicate the credit load incentive in the FSR:

1. Kindly remind all faculty, including lecturers, to accomplish this semester's FSR **on or before 15 October 2020**. The FSR allows the faculty, units, and our office to monitor the teaching load assignments. The FSR module can be accessed in CRS. Due to our current flexible work arrangements, hard copies of the FSR will not be required this sem. Administrative officers and heads of units are asked to verify and ensure that the information reported are accurate.
2. For faculty who opted for a credit load incentive instead of the honorarium for course pack preparation, please see the attached annex for a guide on how to reflect the load incentive in the FSR. Note that faculty may only apply for either the credit load incentive OR honorarium, not both.
3. In case your units have not done so, please submit your request for the Special Approval of the Chancellor to keep small classes open ASAP. Undergraduate courses with less than 10 students and graduate courses with less than 5 students are considered small classes. Please include a justification for keeping these classes open this sem. Address the letter to the Chancellor through channels. Kindly email your requests to the Office for the Advancement of Teaching for initial endorsement ([ovcaa.oatdiliman@up.edu.ph](mailto:ovcaa.oatdiliman@up.edu.ph)).
4. In case your units have not done so, please submit overload slips for Academic Year 2019-2020 (including midyear) to OAT for processing and endorsement ASAP. For questions, concerns, and/or assistance regarding overload pay, kindly email OAT ([ovcaa.oatdiliman@up.edu.ph](mailto:ovcaa.oatdiliman@up.edu.ph)) with the suggested subject line - [ATTN: TINA] overload pay inquiry.

Please be guided accordingly. As always, thank you for your cooperation and efforts to ensure that these reminders reach your faculty.